

# Memorandum

Date : October 10, 2011

To : Limited Term Correctional Sergeants  
Limited Term Correctional Counselors I  
Permanent Full-Time Correctional Officers

Subject : **REALIGNMENT – WAVES AND OPPORTUNITIES**

## **INTRODUCTION**

The purpose of this memorandum is to assist staff impacted by Realignment reductions in understanding California Department of Corrections and Rehabilitation's (CDCR or the Department) plans to assist them in retaining a position within the Department. During the course of Realignment, the Department will be providing employees with multiple employment opportunities in an effort to mitigate the impact associated with Realignment. The Department will be offering these various employment "opportunities" in "waves." The first wave, which will commence on October 10, 2011, will be comprised of four (4) opportunities. The remainder of this memorandum will summarize each of those opportunities and provide additional related information.

## **ADDITIONAL INFORMATION**

*Seniority Scores* - It is important to note that all movement during all opportunities will take place in accordance with seniority. To ensure that impacted employees have ready access, information regarding seniority scores is available on the intranet and in designated areas at each worksite.

*Overage and Vacancy Information* – The Department will also post information regarding each location that has either an overage or vacancies by classification. This information will also be available on the internet, intranet and in designated areas at each worksite.

## **AREA OF LAYOFF**

As noted above, the Department is providing a number of opportunities to mitigate layoff outside of the normal State Restriction of Appointment(SROA)/Layoff process. If, however, layoffs are still required at the conclusion of a wave, the area of layoff shall be **by county**.

## **ONE MOVE PER WAVE**

The Department anticipates that there will be numerous waves throughout the course of Realignment. The total number depends in large part on how much the inmate population reduces over time due to Realignment. Although an employee could choose to move multiple times in multiple waves, employees may move only one (1) time within any single wave.

## **WAVE 1**

### **First Opportunity – Voluntary Transfer Process**

**Start Date: October 10, 2011**

The Department is currently experiencing staff vacancies at five (5) institutions and staff overages at thirteen (13) institutions. Therefore, the Director of Division of Adult Institutions (DAI) has authorized priority transfers for staff from the thirteen (13) institutions with staff overages to the five (5) institutions that are currently experiencing vacancies.

<b>Institutions With Staff Vacancies</b>				
California Medical Facility (CMF)	High Desert State Prison (HDSP)	Pelican Bay State Prison (PBSP)	California State Prison-Sacramento (SAC)	Salinas Valley State Prison (SVSP)

<b>Institutions With Staff Overages</b>				
ASP	CCWF	CIM	DVI	CVSP
FOL	ISP	LAC	MCSP	PVSP
SOL	SATF	VSPW		

Limited-Term Correctional Sergeants, Limited-Term Correctional Counselors and Permanent Full-Time Correctional Officers will be eligible to transfer to one of the institutions with staff vacancies as a permanent full-time Correctional Officer. However, only Limited-Term staff with mandatory return rights as a Correctional Officer are eligible.

On October 10, 2011, along with this memo, the Department is distributing a memo regarding the First Opportunity and a Voluntary Transfer Bid Form.

### ***Benefits:***

Staff who participate in this First Opportunity through the Voluntary Transfer Process may be eligible for both per diem and Administrative Time Off (ATO), depending on when, where and how far they move. In addition to ATO, eligible employees will be permitted to use up to ten (10) days of vacation for their move.

***Medical Technical Assistants:***

CDCR and the Department of Mental Health (DMH) are coordinating the hiring of Medical Technical Assistants (MTAs) into vacant positions. Any former MTA who has retained his/her Vocational Nurse, Psychiatric Technician or Registered Nurse license will have an opportunity to apply for a vacant MTA position at the Salinas Valley Psychiatric Program (SVPP) located in Salinas Valley State Prison or the Vacaville Psychiatric Program (VPP) located in California Medical Facility, provided that the vacancy has been approved to be filled by the Department of Finance.

CDCR is sending out a form to former MTAs to see if they have any interest in filling approved vacant MTA positions at SVPP or VPP. Employees will be asked to rank their preference to go to either the SVPP or the VPP. That information, as well as their contact information, will be forwarded to DMH for processing. DMH will request that each interested former MTA submit a Standard State Application (Form 678).

**Second Opportunity – OTAP/PICO Bid Process**

**Anticipated Start Date: October 27, 2011**

As a result of the position reductions associated with Public Safety Realignment, the Department has been authorized to establish Overtime Avoidance Pool (OTAP) and Permanent Intermittent Correctional Officer (PICO) positions at every institution, in addition to OTAP/PICO positions that already exist. Because of projected staff reductions, as detailed in the chart below, each institution is projected to have an overage at some point prior to June 2012. As such, each institution will participate in the next opportunity, which will be an OTAP/PICO Walk-Up Bid Process.

OTAP positions, which are used to offset overtime, are permanent full-time and shall be scheduled with regular days off and watches. Staff who select a PICO position are voluntarily demoting to part-time status by choosing this option.

Employees whose seniority falls below the projected staffing reduction are eligible to bid on these available positions at their current institution. Any OTAP /PICO positions that are not taken in the Second Opportunity Walkup Bid will be vacancies available in the Third Opportunity – Statewide Bid Process.

It is intended by providing and posting the information regarding (1) seniority scores by county, (2) the amount of overages and vacancies existing in the First Opportunity (Voluntary Transfer), and (3) the projected staffing reduction and available OTAP/PICO positions that employees will be in the best position to make individual decisions regarding whether:

- To transfer immediately;
- To try for an OTAP/PICO position at his or her current institution; or
- To try for another position (e.g., a remaining permanent full-time vacancy or the other OTAP/PICO positions) in the Third Opportunity.



<b>Institution</b>	<b>Reduction Through June 2012</b>	<b>OTAP Allotment</b>	<b>PICO Allotment</b>
Avenal State Prison	119	7	15
Calipatria State Prison	32	7	28
California Correctional Center	52	7	34
California Correctional Institution	127	11	21
Central California Women's Facility	94	10	15
Centinela State Prison	35	5	39
California Institution for Men	159	17	37
California Institution for Women	36	5	21
California Men's Colony	93	10	27
California Medical Facility	55	11	17
California State Prison, Corcoran	31	16	34
California Rehabilitation Center	53	25	27
Correctional Training Facility	72	17	27
Chuckawalla Valley State Prison	50	7	14
Deuel Vocational Institution	158	12	13
Folsom State Prison	74	5	14
High Desert State Prison	37	15	36
Ironwood State Prison	76	7	16
Kern Valley State Prison	51	15	48
California State Prison, Los Angeles County	68	10	29
Mule Creek State Prison	45	7	15
North Kern State Prison	42	23	23
Pelican Bay State Prison	8	7	32
Pleasant Valley State Prison	93	20	15
Richard J. Donovan Correctional Facility	89	20	41
California State Prison, Sacramento	12	7	14
California Substance Abuse Treatment Facility	83	23	27
Sierra Conservation Center	71	7	27
California State Prison, Solano	88	15	19
California State Prison, San Quentin	86	20	30
Salinas Valley State Prison	38	15	18
Valley State Prison for Women	75	5	28
Wasco State Prison	43	22	19

The Department anticipates that each institution will be distributing an OTAP/PICO Walk-Up Bid Form on October 27, 2011.

**Third Opportunity – Statewide Bid Process**

**Anticipated Start Date: November 14, 2011**

The Department will implement a statewide transfer process to balance remaining staff vacancies and overages at impacted institutions. All Limited-Term Correctional Sergeants, Limited-Term Correctional Counselors and Permanent Full-Time Correctional Officers will be eligible to transfer to one of the institutions with staff vacancies. However, only Limited-Term staff with mandatory return rights as a Correctional Officer are eligible. These vacancies may include permanent full-time, OTAP, and/or PICO positions.

***Benefits:***

Staff who participate in this Third Opportunity through the Statewide Bid Process may be eligible for both per diem and Administrative Time Off (ATO), depending on where and how far they move. In addition to ATO, eligible employees will be permitted to use up to ten (10) days of vacation for their move.

**Final Opportunity – SROA/Layoff Process**

***Notices Anticipated to be Sent First Week of November***

**All staff** in CDCR with less than ten (10) years of seniority will automatically receive an SROA notice in the First Wave. This does not mean, however, that all such staff are going to be impacted. In the First Wave, for example, a person with seven (7) years of seniority at Pelican Bay State Prison will receive an SROA notice, s/he, however, should not be laid off because that county is not impacted nor expected to be impacted in the First Wave. The reason that SROA has been defined as those with less than ten (10) years of seniority is to ensure that enough people get SROA notices to account for the demotional bumping that could occur in impacted counties.

Overages will be recalculated by county and those with the lowest seniority within the county will be subject to the SROA/layoff process. Employees will be able to pursue out of county opportunities through the SROA process, but there will be no comparable classifications or out of county placement offered in the layoff options process.

CDCR will also mail out options packages at the end of the process that will include impacted employees' bumping rights and demotional patters. Layoffs will occur in accordance with inverse-seniority within the impacted county/counties. The least senior employees who are subject to layoff will receive a 30-day notice of the effective date of their layoff. Once the layoff process is completed and where overages still remain, employees will be permanently, involuntarily transferred to a location within the county that still has vacancies. There will be no relocation, mileage or other travel reimbursement paid in association with such involuntary transfers other than the negotiated per diem of either \$125 or \$85 per day for thirty (30) days, depending upon the institution to which an employee is involuntarily transferred.

### **NO GUARANTEES**

The First Opportunity-Voluntary Transfer Process, the Second Opportunity-OTAP/PICO Walk-Up Bid and the Third Opportunity-Statewide Bid are each designed to provide employees with the opportunity to protect themselves against layoff. Employees are empowered with information regarding their seniority scores, the amount of institutional overages and the amount of institutional vacancies, so that each person can analyze where and whether s/he should move (taking into account his/her seniority and whether a county is more or less likely to be impacted ultimately).

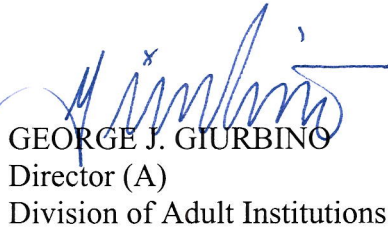
As you know, if an employee moves to a location with a number of vacancies in a county where there are no overages, it is unlikely that s/he will be impacted by a layoff (as that county will not likely be in a layoff mode). Similarly, if a person with sufficient seniority takes an OTAP/PICO position, it is likely that employee will have mitigated layoff in an impacted county.

However, there are no guarantees in this process. Depending upon demotional bumping and one's seniority score within an impacted county, an employee with low seniority within that county theoretically still could be laid off at the conclusion of the SROA/layoff process and/or permanently involuntarily transferred.

### **CONCLUSION**

Impacted staff should consider all of the opportunities available to them. This information is being provided to assist you in making an informed decision based on your seniority.

If you have any questions about the information above, please contact the Personnel Assignment Lieutenant.



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